CUMULATIVE ADM PROGRAM TYPE 14 GUIDANCE FOR

This guidance is for Reporting Outcome Events from Prior Years and Reporting Outcome Events Without Enrollment.

Cumulative ADM (cumADM) Program Type code 14 was created to allow submitters to report information that is necessary for accountability reporting, but not used for funding. Beginning in 2013-14, this also allows submitters to report events that occurred in prior years, for the purposes of Cohort Graduation Reporting. Previously published data and reports will **not** be updated to reflect additional data submitted using this method, but the data will be taken into account in publishing future reports.

For the 2011-12 Cohort Graduation Rates, and earlier years, ODE accepted additional cohort data via update spreadsheets. Outcome data will no longer be accepted this way if it can be submitted directly to the cumADM collection. Subgroup and institution data updates can be requested by using the Ask A Question button in the Achievement Data Insight application (see the Cohort Technical Manual). Update requests and appeals are only accepted during the cohort validation window.

Program Type 14 records can be submitted at any time while the collection is open, or during the cohort validation window by requesting a collection extension. Note that only records submitted in an Annual (4th Period) cumulative ADM collection, or in the most recent 1st period cumulative ADM collection, will be considered in the calculation of cohort rates.

For guidance on Graduation and Dropout Reporting, please contact:

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For other Cumulative ADM reporting questions, please contact:

Your Regional ESD Partners

IMPORTANT: The guidance in this document is for submitting ADM Program Type Code 14 records ONLY. For all other records, refer to the Cumulative ADM Manual for guidance.

ADM END DATE CODES

The following ADM End Date Codes may be submitted on Program Type 14 records. For a full list of ADM End Date Codes, and additional guidance on their usage, please refer to the Cumulative ADM Manual.

TRANSFER OUT CODES:

2A: Enrolled in Another District. This code may only be used if the submitting institution has documentation of a student's enrollment in another Oregon public school district.

2B: Enrolled in Non-Public School or Setting. This code should be used if the submitting institution has documentation of the student's enrollment in a school or other educational program within Oregon, which is not an Oregon public school or district. This code includes students who are registered homeschoolers, enrolled in private school, or enrolled in a Job Corps that offers a high school diploma.

2C: Enrolled in another State or Country. This code should be used if the submitting institution has documentation of the student's enrollment in a degree-granting institution in another state, or documentation that the student now resides in another country.

2D: Enrolled in Public Agency. This code should be used if the submitting institution has documentation of the student's enrollment in an institution that is part of Oregon's public schools (such as JDEP), but does not offer regular high school diplomas.

DIPLOMAS, CERTIFICATES, OR OTHER CREDENTIALS:

4A: Met Requirements for and was awarded a High School Diploma. This code should be used to indicate that the submitting institution awarded a regular, modified, or extended high school diploma, or has evidence that the student was awarded an adult high school diploma. The code must be accompanied by an ADM Diploma Type Code to indicate which diploma was awarded. Do not use this code for students who are participating in the Post Graduate Scholars program.

4C: Completed Non Diploma-Track Program and Received Certificate. This code should be used to indicate that the submitting institution awarded the student an Alternative Certificate as defined in OAR 581-022-2020.

4E: Received high school diploma equivalency certificate. This code should be used to indicate that the submitting institution has documentation indicating that the student was awarded a GED. If the student appears in your Cohort Validation as having received a GED based on a match to the GED database, but your district did not support the student in receiving this GED, then do not submit a program type 14 record for this student.

4F: Met Requirements for a HS Diploma, not yet awarded. This code should be used to indicate that the submitting institution has determined that the student is eligible for a regular, modified, or extended high school diploma, but that the diploma has not been awarded because the student is pursuing additional educational opportunities within the district. This should only be used for students who have been enrolled in high school for fewer than four years. The code must be accompanied by an ADM Diploma Type Code to indicate which diploma was earned.

4G: Met Requirements for and was Awarded a HS Diploma, continuing to Post Graduate Scholars program. This code should be used to indicate that the submitting institution awarded a regular diploma to a student who met all requirements, and that the student is eligible for and intends to participate in a Post Graduate Scholars program.

OTHER:

5C: Enrolled in a Foreign Exchange Program. This code should be used to indicate that the student is an Oregon resident who is currently temporarily attending school outside the United States as part of an exchange program. Students who have permanently relocated, or students who are residents of a country outside the United States and have returned to their home country after completing an exchange inside the United States should be reported using code 2C, not 5C.

6A: Died or Permanently Incapacitated. This code should be used to indicate that the student is deceased, or is incapacitated in such a way as to no longer be expected to be able to attend school. Students who are currently suffering from a long-term medical condition, but are expected to be able to return to school at some future date should be reported using code 5B (Not Receiving Services Due to Long-Term Medical Condition), not 6A.

6B: Returned After Receiving Completion Credential and Exited Again. This code should be used on a program type 14 record to indicate that the student has previously earned a credential, and should not be counted as a dropout.

WHERE TO REPORT

Use the below guidance to assist with reporting credentials, transfers, and other outcomes.

CREDENTIALS

Credentials include ADM End Date Codes 4A, 4C, 4E, 4F, 4G.

Credential Awarded	Reporting
Before July 1, 2022	Use a program type 14 record, if the outcome has not already been reported in the year it occurred.
During the 2022-2023 school year (July 1, 2022 - June 30, 2023)	Edit the ADM End Date Code for the period of enrollment culminating in the credential during Exit adjustment. If the student was not enrolled during or immediately prior to the award of the credential, use a program type 14 record.
On or After July 1, 2023 (summer diploma and/or summer school)	Use a program type 14 record in 1st Period Cumulative ADM.
On or After July 1, 2023 (awarded during the 2023-2024 school year)	Edit the ADM End Date Code for the period of enrollment culminating in the credential in 1st Period Cumulative ADM. If the student was not enrolled during or immediately prior to the award of the credential, use a program type 14 record.

TRANSFERS/DECEASED/OTHER

Transfers, deceased, and other outcomes include ADM End Date Codes 2A, 2B, 2C, 2D, 5C, 6A, 6B.

Student's Last Enrollment with Reporting District	Documentation Received	Reporting
Before the July 1, 2022	Any time	Use a Program type 14 record.
During the 2022-2023 school year	Within 30 days of the student's last enrollment	Edit the ADM End Date Code for the period of enrollment immediately before the transfer/deceased/other during Exit Adjustment
During the 2022-2023 school year	More than 30 days after the student's last enrollment	Use a Program type 14 record.
Student was enrolled through the end of the 2022-2023 school year	Prior to October 15, 2023	Edit the ADM End Date Code for the last period of enrollment during Exit Adjustment.
Student was enrolled through the end of the 2022-2023 school year	On or after October 15, 2023	Use a program type 14 record in 2nd Period Cumulative ADM.

ADM ENROLL AND END DATES

ADM Enrollment and End Dates are very important to the cohort graduation and dropout reporting process. Be careful to report them accurately.

When Using ADM End Date Code:	On a Program Type 14 record, the ADM Enroll Date should be:
2A, 2D: Enrolled in Another District	The date that the student enrolled in another institution, if known.*
2B: Enrolled in Non-Public School or Setting	The date that the student enrolled in a non-public setting, if known.*
2C: Enrolled in another State or Country	The date (or first weekday following) that the student left Oregon.*
4A, 4G: Met Requirements for and was Awarded a HS Diploma	The date the diploma was awarded.
4C: Completed Non Diploma-Track Program and Received Certificate	The date the certificate was awarded.
4E: Received high school diploma equivalency certificate	The date the GED was awarded.
4F: Met Requirements for a HS Diploma, not yet awarded	The date on which the student would have been awarded the diploma. This may be the date that the student earned the diploma, or the date on which other students who earned diplomas during the same school year were awarded their diplomas.
5C: Enrolled in a Foreign Exchange Program	The date the student departed for the foreign exchange program.
6A: Died or Permanently Incapacitated	The date of (or first weekday following) the student's death or incapacitation.

* If the date of the outcome is unknown, use your best approximation.

ADM Enroll and End Dates (on Program Type 14 records only) will be allowed up to four years prior to the beginning of the current period of cumulative ADM. For example, 2022-23 Cumulative ADM records can have dates as early as July 1, 2018.

OTHER FIELDS

Other potentially required fields for Program Type 14 records.

ADM DIPLOMA TYPE CODES

If the record has an ADM End Date Code of 4A, 4F, or 4G, an ADM Diploma Type Code will be required as well.

Code	Name	Description
1	Regular High School Diploma	A regular high school diploma that meets all the district and state requirements.
2	Modified High School Diploma	A modified high school diploma that meets all of the district and state requirements.
3	Adult High School Diploma	An adult high school diploma issued by a community college.
4	Extended High School Diploma	An extended high school diploma that meets all of the district and state requirements.

ESSENTIAL SKILL CODES

If the record indicates a regular or modified diploma awarded to a student with a cohort year (HSEntrySchlYr) of 2008-09 or later, essential skill code(s) will be required. See the Cumulative ADM Manual for more details.

ADM SESSION DAYS, DAYS PRESENT, DAYS ABSENT, INSTRUCTION HOURS, AND FTE

These fields should all be 0 on an ADM Program Type 14 record.

ADM TUITION TYPE CODE

The ADM Tuition Type Code should be 'P' on all ADM Program Type code 14 records. No funding may be claimed using this program type. Beginning in the 2015-16 school year, an error will be generated if Tuition Type P is not used when reporting these records.

OTHER FIELDS

Other fields should be filled as described in the Cumulative ADM Manual. Be careful to accurately report demographics, particularly race/ethnicity and gender, as these may be used in the production of cohort graduation reports.

SSID UPDATES

Note that all students must have an updated SSID record before they can be added to Cumulative ADM. Even if the event you are reporting occurred years earlier, you must go into the SSID collection and re-activate the student's SSID record by opening and saving it in order to add a program type 14 record.